

ADMINISTRATIVE — INTERNAL USE ONLY


25 NOV 1975

MEMORANDUM FOR THE RECORD

SUBJECT: MBO Objective OS-D 01-76
Milestones 3 and 4

1. No problems are foreseen in carrying out the destruction of files identified in Milestone 2 nor will any additional resources be required.

2. After permission is granted to dispose of the files identified in Milestone 2, it is estimated that destruction of A&TD files will be completed within two weeks.


Deputy Chief, Administration and
Training Division

STAT

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26 November 1975

MEMORANDUM FOR: Chief, A&TD/OS

SUBJECT : Milestone III and IV

Material stated in Milestone I and II that should be destroyed will be done as soon as it is permissible to destroy such material. We foresee no problems in undertaking this task which will take approximately two weeks to complete.



OS/B&F

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18 NOV 1975

MEMORANDUM FOR: Deputy Chief, Administration and Training Division
SUBJECT : Schedule and Resources for Records Destruction
REFERENCE : MBO Objective OS-D 01-76

1. The Personnel Branch has identified 23% of its records holdings for destruction during FY 76. The destruction, or forwarding to the Agency Records Center to be held pending the lifting of the moratorium or to be retired, will be accomplished by the Personnel Branch employees and will be implemented in accordance with the following schedule:

- a. Personnel soft files on former employees who separated prior to 1 January 1974 - to be sent to ARC prior to 31 December to be held pending the lifting to the moratorium, then to be destroyed.
- b. Promotion material - to be destroyed prior to 31 December.
- c. Working files - to be destroyed prior to 31 December.
- d. Subject files - to be retired to ARC prior to 31 July 1976.
- e. Reading files (chronos) - to be retired prior to 31 July 1976.

2. No problems are foreseen in carrying out the above schedule. The destruction and retirement will be carried out by the Personnel staff without additional assistance. It is estimated that the destruction and retirement of the files listed above will require approximately 16 people hours.


Chief, Personnel Branch, A&TD
Office of Security

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24 November 1975

MEMORANDUM FOR: Deputy Chief, Administration
and Training Division

SUBJECT : MBO Objective; OS-D 01-76
Milestone 3 and 4

1. I foresee no problems in carrying out the destruction of files as itemized in Milestone 2 nor do I see any additional resources being required.

2. When advised that destruction is permissible, the Training Branch will initiate action and will take approximately three months to destroy the materials outlined in Milestone 2.



Chief, Training Branch/A&TD

STAT

LOGISTICS BRANCH/A&TD

MILESTONE III

THE 6.0 LINEAR FEET OF FILES/RECORDS REPORTED BY LOG BRANCH AS RECOMMENDED FOR DESTRUCTION BY 1 JULY 1976 POSE NO DISPOSAL PROBLEMS FOR US. THE BRANCH WILL BE ABLE TO DESTROY APPROXIMATELY ONE LINEAR FOOT PER MONTH FROM JANUARY THROUGH JUNE WITHOUT ADDITIONAL ASSISTANCE OR IMPACT ON REGULARLY SCHEDULED WORK.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Milestone 3 and 4

FROM:

DC/A&TD
4E-69

EXTENSION

NO.

DATE

28 November 1975

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

C/PPG

1 Dec 75 DB

Milestone 3 and Milestone 4 have been incorporated into one report which is being submitted as requested by memo from DD/P&M dtd 19 Sep 75 subject: MBO Objective OS-D 01-76.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

PER BROWN, 777 D

TOTAL HOLDINGS - 104.00

IDENTIFIED FOR DESTRUCTION. 25.00

SECRET

TOTAL HOLDINGS - 45
Identified For Destruction - 12

15
19
11
45

~~TRANS BA/RTD~~

TOTAL HOLDING 41.00

IDENTIFIED FOR
DESTRUCTION 3.00

Phy/STB

4
18
89
59
130
23
113
13
15
34

494

494-TOTAL FILE HOLDINGS
26 - IDENTIFIED FOR
DESTRUCTION

2.00
1.00
4.00
2.00
3.30
.60
4.00
4.00
3.00
.30
1.00
1.00

26.20

OFFICE OF DD/P+OS

23.00 TOTAL HOLDINGS

2.25 IDENTIFIED FOR DESTRUCTION

C/ATTS

★

H

TOTAL HOLDINGS — 16.00

IDENTIFIED FOR
DESTRUCTION

1.00

DIVISION FIGURES

TOTAL HOLDINGS

16.00

18.00

41.00

45.00

104.00

224.00 TOTAL

DESTROY

1.00

6.00

3.00

12.00

25.00

47.00

~~HTD~~

LO6/BR

TOTAL HOLDING — 18.00

REAUTHORIZED FOR DESTRUCTION 6.00

SSC-

16.00 APPROX TOTAL Holdings
.0 IDENTIFIED FOR DESTRUCTION

CIB

67.00 APPROX TOTAL Holdings
10.00 1974 Cable

10.00 cables 1974

P + PG

16.00 TOTAL HOLDINGS
3.75 TO BE DESTROYED

ISSG

UNABLE TO

Compute

DUE TO

INSUFFICIENT

DATA

IDENTIFIED FOR DESTRUCTION

APPROX. FIGURES

2.00

1.00

3.00

TOTAL HOLDINGS

20.00

1 27.00

1159.00

26.00

47.00

52.00

431.00

~~510.00~~

PSI

	MUST KEEP	MUST DESTROY	SHOULD KEEP	SHOULD DESTROY	TOTAL	PERCENT DESTROY
C/SSD			11.0	1.0	12.0	
IB			540.3	79.5	619.8	
OSB			11.5	6.5	18.0	
TAB			17.5	9.5	27.0	
TOTAL SSD			576.3	94.5	670.8	14.1%
C/CD	90.0		7.0	0.7	97.7	
LIAISON	12.0		5.0	6.0	23.0	
SOB	27.7		12.6	5.0	45.3	
CD/1	11.8		4.6	1.5	17.9	
CD/2	32.0		2.3	3.0	37.3	
CD/3	12.7		3.3	2.0	18.0	
ICB	38.8	0.2	2.5	18.0	59.5	
TOTAL CD	225.0	0.2	37.1	36.2	308.5	12.1%
SAG	113.0		70.8	7.0	190.8	1.1%
TOTAL PSI	375.0	0.2	683.7	139.7	1154.6	11.5%

PTOS

	MUSY KEEP	MUSY DESTROY	SHOULD KEEP	SHOULD DESTROY	TOTAL	PERCENT DESTROY
SAFETY BR	29.8		107.3		130.1	0
DSB			51.0	7.0	59.0	11.9%
OSB			90.4		90.4	0
HSB	6.4		165.5	19.4	191.3	10.1%
TOTAL TSD	36.2		413.2	26.4	449.8	5.6%
C/750			11.5	5.2	20.7	25.1%
10B			46.8	5.8	52.6	11.0%
10B			85.5	0	85.5	0
10B SK	2.0		132.3	1.2	134.5	0.2%
E + PB			88.3	11.7	100.0	11.7%
SEB			26.0		26.0	0
TOTAL TSD	2.0		374.4	17.9	392.3	5.5%
DD/2000			19.5	2.3	21.8	10.6%
TOTAL TSD	33.2		829.1	51.6	880.7	5.7%

P + M

	MUST KEEP	MUST DESTROY	SHOULD KEEP	SHOULD DESTROY	TOTAL	PERCENT DESTROY
C/AS + D			15.0	1.0	16.0	
PERS			79.7	24.5	104.2	
B + F	15.0		19.0	11.0	45.0	
LOGS			13.0	6.0	19.0	
7 B			36.0	6.0	42.0	
TOTAL MID	15.0		160.7	48.5	225.7	21.5%
SSC			76.9	10.0	86.9	11.5%
ISSG			54.1	0	54.1	0
PPG			4.8	3.8	8.6	44.2%
REG			29.5		29.5	0
IRG						
D/SFC			35.0	6.3	41.3	15.3%
TOTAL P&F & D/SFC	15.0		362.7	68.6	446.1	15.4%
TOTAL CS (NOT 923)	376.0	0.0	150.3	252.7	2514.6	10.1%
923					11079.0	